



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD



P.O. Box 356-70300, MANDERA

DATE:26th December, 2020

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the Department of Education and Devolved Units as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012

DEPARTMENT OF DEVOLVED UNITS AND INSPECTORATE SERVICE

1. VILLAGE ADMINISTRATORS III, JOB GROUP 'F' NINETY FOUR (94) POSTS REF MCPSB /MOPSM-D/2020/12/01

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Coordinate, manage and supervise the general administrative functions in village unit, including the development of policies and plans;
- Service delivery; developmental activities to empower the community;
- Provision and maintenance of infrastructure and facilities of public service and the county public service at the village level
- Exercise any functions and powers delegated by the County Public Service Board under section 86;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services at the village level
- Any other related duties assigned by the supervisor from time to time

Requirement for appointment:

- The Kenya Certificate of Secondary Education minimum mean Grade of D+ (Plus)
- Must specify the Ward and area of residence on application form
- Certificate of good conduct from the Directorate of Criminal Investigations.
- Certificate in computer application
- At least 1 year' experience in public or private sector;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING

2. ASSISTANT VOCATIONAL AND TECHNICAL TRAINERS III/IV- FASHION DESIGN, JOB GROUP ‘G/H’ THREE (3) POSTS REF MCPSB /MOE/2020/12/02

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training areas in specialization in accordance with syllabus
- Preparing teaching and learning materials and scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned from time to time

Requirement for appointment:

- Kenya certificate of secondary examination or its equivalent
- Grade Test 1 in fashion and design for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in fashion and design from a recognized institution for appointment to Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1- 2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

3. ASSISTANT VOCATIONAL AND TECHNICAL TRAINERS III- INFORMATION AND COMMUNICATION TECHNOLOGY, JOB GROUP ‘H’ THREE (3) POSTS REF MCPSB /MOE/2020/12/03

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training areas in specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned from time to time

Requirement for appointment:

- Diploma in technical education in ICT from a recognized institution
- Kenya Certificate of secondary Education
- Certificate in computer proficiency
- At least 1-2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**4. ASSISTANT VOCATIONAL AND TECHNICAL TRAINERS III/IV- MOTOR VEHICLE MECHANICS, JOB GROUP ‘G/H’ THREE (3) POSTS
REF MCPSB /MOE/2020/12/04**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training areas in specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned by the supervisor from time to time

Requirement for appointment:

- Kenya certificate of secondary Education or its equivalent
- Grade Test 1 in motor vehicle mechanic for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in motor vehicle mechanics from a recognized institution for appointment to Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1- 2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

**5. ASSISTANT VOCATIONAL AND TECHNICAL TRAINERS III/IV- ELECTRICAL WIREMAN, JOB GROUP ‘G/H’ FIVE (5) POSTS
REF MCPSB /MOE/2020/12/05**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training in area of specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned from time to time

Requirement for appointment:

- Kenya Certificate of secondary Education or its equivalent
- Grade Test 1 in electrical wireman for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in electrical wireman from a recognized institution for appointment Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1- 2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

**6. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III/IV-
HAIRDRESSING AND BEAUTY SALON, JOB GROUP ‘G/H’ SIX (6) POSTS
REF MCPSB /MOE/2020/12/06**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training in area of specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned from time to time

Requirement for appointment:

- Kenya certificate of secondary Education or its equivalent
- Grade Test 1 in hairdressing and beauty salon for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in hairdressing and beauty salon from a recognized institution for appointment to Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1-2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

**7. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III/IV- CARPENTRY
AND JOINERY, JOB GROUP ‘G/H’ ONE (1) POST
REF MCPSB /MOE/2020/12/07**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training in area of specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned from time to time

Requirement for appointment:

- Kenya certificate of secondary Education or its equivalent
- Grade Test 1 in carpentry for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in carpentry and joinery from a recognized institution for appointment Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1-2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

**8. ASSISTANT VOCATIONAL AND TECHNICAL TRAINERS III/IV- WELDING AND FABRICATION, JOB GROUP ‘G/H’ FOUR (4) POSTS
REF MCPSB /MOE/2020/12/08**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Undertaking training in area of specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned from time to time

Requirement for appointment

- Kenya certificate of secondary Education or its equivalent
- Grade Test 1 in welding and fabrication for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in welding and fabrication from a recognized institution for appointment Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1-2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

**9. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III/IV- CATERING AND HOSPITALITY, JOB GROUP ‘G/H’ ONE (1) POST
REF MCPSB /MOE/2020/12/09**

Duties and Responsibilities

- Undertaking training in area of specialization in accordance with syllabus
- Preparing teaching and learning materials in scheme of work
- Setting and marking examination/assignment
- Supervising trainees project and practical work
- Any other related duties assigned by the supervisor from time to time

Requirement for appointment

- Kenya certificate of Secondary Education or its equivalent
- Grade Test 1 in catering and hospitality for appointment to Assistant vocational and technical trainer **IV**
- Diploma in technical education in catering and hospitality from a recognized institution for appointment to Assistant vocational and technical trainer **III**
- Certificate in computer proficiency
- At least 1-2 years’ experience in relevant field;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity

HOW TO APPLY

Interested applicant should fill in Mandera County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mandera County Website www.mandera.go.ke or obtained from Mandera County Public Service Board office.

No online application will be accepted. Mandera County Public Service Board is an equal opportunity employer and corruption free entity.

Incomplete application form shall not be accepted and giving false information in the application form will lead to automatic disqualification.

Applications should reach the County Public Service Board on or before 14th January, 2021 at 4.00pm to the office of the County Public Service Board at Mandera Vocational Training Centre.

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:
The Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300, Mandera